

DEPARTMENT OF TRANSPORTATION
DIVISION OF MAINTENANCE
STRUCTURE MAINTENANCE AND INVESTIGATIONS
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May 29, 2002

To whom it may concern,

Due to the events of September 11, 2001, the Department of Transportation has implemented new policies pertaining to the release of infrastructure plans, inspection reports, engineering calculation and photographs. The new policy classifies the referenced document types as confidential information. In conformance with this new policy, changes have been made in the way these documents are released.

Effective immediately, as-built bridge plans, inspection reports and engineering calculation requests will only be approved for consultants, approved encroachment permit applicants, contractors or contract bidders doing business with or on behalf of the Department. Documents will only be furnished in printed paper format.

Requests for as-built plans and inspection reports will only be accepted by Fax at (916) 227-8357 or by mail for pick-up in Sacramento. Requests shall be made on company letterhead and shall include the information requested, the purpose for the information (include contract or permit numbers), and contact information. A Department representative will notify the requester by phone when the requested information is available for pick-up in Sacramento at 1801 30th Street. Pick-up hours will be from 8:00am to 12:00pm during normal work days.

Prior to the receipt of the requested documents, the requestor will be required to provide photo identification and sign a confidentiality agreement for each individual request.

For those not located in the Sacramento area, the following district offices are available throughout the State of California to assist you in obtaining the necessary documents:

District 1	Linda Dennon	707-445-6680
District 2	Bonnie Keller	530-225-3428
District 3	Julia Williams	530-741-5129
District 4	Rich Higgins	510-286-5043
District 5	Victoria Pozuelo	805-549-3078
District 6	Cindy Basham	559-243-3490
District 7	Astrid Morales	568-868-7107
District 8	Michelle Binks-Stowe	909-383-5946
District 9	Kathy Labarbera	760-872-0779
District 10	Tina Grijalva	209-948-7934
District 11	Jose Gomez	619-688-6708
District 12	Bridget Omar	949-724-2213

Sincerely,

Richard Shepard

Office Chief - Structure Maintenance and Investigation